

King, Valerie A.

From: King, Valerie A.
Sent: Friday, November 02, 2001 9:47 AM
To: Solana, Rick P.
Cc: Carchman, Loreen
Subject: RE: 2002 Planning Package

Rick:
Here's a suggestion for a modified timetable:

- November 26: project plans due to functional manager and program area coordinators (allows adequate time around Thanksgiving holiday/vacation)
- December 3: project plans due to me from program area coordinators
- Plan review to be scheduled week of December 10 or December 17 (can't schedule week of 12/3 due to existing conflicts)

Your thoughts?

One additional question - do you want all involved in plan review to be here in person for 1 day or would you consider to do via video over 2 half-days?

Thanks,
Valerie

-----Original Message-----

From: Solana, Rick P.
Sent: Friday, November 02, 2001 9:11 AM
To: Carchman, Loreen
Cc: King, Valerie A.
Subject: RE: 2002 Planning Package

Yeah, I saw that. Given the SAB meeting coming up, and the UK visit to INBIFO, I can understand the delay, although I'd rather it weren't delayed. Anyway, it's better to do the plan right than to do the plan quickly. See what you can come up with in the way of a modified timetable which keeps the quality up.

thanks

-----Original Message-----

From: Carchman, Loreen
Sent: Friday, November 02, 2001 9:06 AM
To: Solana, Rick P.
Cc: King, Valerie A.
Subject: FW: 2002 Planning Package

Rick,

We have heard from both INBIFO/CRC and George that no project sheets will be received prior to Nov. 15. This will put an extra burden on us to get the information together for management review on 11/28 or 11/29.

Just thought I would let you know.....

-L

-----Original Message-----

From: WoIWode, Michaela On Behalf Of Reininghaus, Wolf
Sent: Friday, November 02, 2001 5:05 AM

To: King, Valerie A.; Adams, Candace R.; Andriot, Michelle D.; Carmines, Edward L.; Davies, Bruce D.; Dempsey, Ruth; Elves, Robert G.; Gaworski, Charles L.; Gomm, Willy; Gullotta, Frank P.; Haussmann, Hans-Juergen; Hirnikel, Daniel J.; Kinser, Robin D.; Koller, Debbie; Lau, Raymond W.; McKinney, Willie J.; Meisgen, Thomas; Nelson, Bettie L.; Nixon, Gerry M.; Patskan, George J.; Podraza, Ken F.; Reininghaus, Wolf; Roemer, Ewald; Roethig, Hans; Rustemeier, Klaus; Sanders, Edward; Schramke, Heike; Schlage, Walter; Stabbert, Regina; Stinn, Walter; Takada, Kohji; Terpstra, Piter; Tewes, Franz; Tricker, Anthony; Holt, Klaus von; Walk, Roger A.; Werley, Michael S.; Zhang, Mingda
Cc: Solana, Rick P.; Carchman, Loreen
Subject: RE: 2002 Planning Package

Dear Valerie:

Due to several conflicts of interest, INBIFO/CRC will not be able to respond to individual planning requests from coordinators or define our own projects **before November, 15**.

We need a minimum of time to discuss and coordinate individual projects before we commit our capacity in a meaningful way, and we just don't have this time right now.

Bets regards,
Wolf Reininghaus

-----Original Message-----

From: King, Valerie A.

Sent: Tuesday, October 23, 2001 22:50

To: Adams, Candace R.; Andriot, Michelle D.; Carmines, Edward L.; Davies, Bruce D.; Dempsey, Ruth; Elves, Robert G.; Gaworski, Charles L.; Gomm, Willy; Gullotta, Frank P.; Haussmann, Hans-Juergen; Hirnikel, Daniel J.; Kinser, Robin D.; Koller, Debbie; Lau, Raymond W.; McKinney, Willie J.; Meisgen, Thomas; Nelson, Bettie L.; Nixon, Gerry M.; Patskan, George J.; Podraza, Ken F.; Reininghaus, Wolf; Roemer, Ewald; Roethig, Hans; Rustemeier, Klaus; Sanders, Edward; Schramke, Heike; Schlage, Walter; Stabbert, Regina; Stinn, Walter; Takada, Kohji; Terpstra, Piter; Tewes, Franz; Tricker, Anthony; Holt, Klaus von; Walk, Roger A.; Werley, Michael S.; Zhang, Mingda

Cc: Solana, Rick P.; Carchman, Loreen

Subject: 2002 Planning Package

Dear all:

Attached please find the following documents:

1) Summary of planning meeting output: This document captures the work and prioritization defined during the meeting. Please use this information to prepare your individual project plans. As discussed during the meeting, you should only be preparing project plans to address work in the **Critical** and **Priority** areas. The exception to this rule is if you do not have any publications planned for 2002, you may consider to address needs defined in the Secondary area. Proposed work that is not currently part of a formal WSA project has been highlighted in blue.

2) Planning directions/comments: This document provides important information **including deadlines** you need to be aware of when preparing individual project plans. Please review it carefully.

3) Project plan template: To be used for capturing individual project plans.

If you have questions on or difficulties with any of the above documents, please don't hesitate to contact me at extension 3906.

Thanks,
Valerie

<< File: WSA_Meeting_Summary_10-23.doc >>
2002 Planning Template.doc >>

<< File: Directions&Comments.doc >> << File: